



If you have been selected for verification and have amended your **2018** federal tax return, there are additional documents that must be submitted. For our office to complete the financial aid verification process please **submit the following:**

1. An IRS Tax Return Transcript (that will only include information from the original tax return and that does not have to be signed),

AND

2. A **signed** copy of the **2018** IRS Form 1040X, “*Amended U.S. Individual Income Tax Return*” that was filed with the IRS.

How to request your 2018 Tax Return Transcript or Verification of Non-filing Letter from the IRS

From the [IRS website](#), you can request a tax return transcript through their Get Transcript [Online](#) or Get Transcript by [Mail](#) options by clicking on the ‘Get Your Tax Record’. You can also contact the IRS by phone to request your tax return transcript. **Note:** *the method you used to file your return and whether you have a refund or balance due, affects your [current year transcript availability](#).*

| Get Transcript Online | Get Transcript by Mail | Get Transcript by Phone |
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| <p>To register and use this service, you need:</p> <ul style="list-style-type: none"> • Full Name; • Access to your email account; • Date of birth; • Your Social Security Number or Individual Tax Identification Number (ITIN); • Tax Filing Status and mailing address from latest tax return; • Current address; • Personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan and, • Mobile phone with your name on the account. <p>Note: if account setup is successful you will be able to download and/or print your tax return transcript.</p> | <p>To use this service you need:</p> <ul style="list-style-type: none"> • Your Social Security Number or Individual Tax Identification Number (ITIN); • Date of birth and, • Mailing address from your latest tax return <p>Note: transcripts generally arrive in 5-10 calendar days to the address the IRS has on file for you. The IRS will never send an email requesting that you obtain or access your transcripts. If you receive such a notice, please forward to the IRS fraud group at phishing@irs.gov.</p> | <p>Call (800) 908-9946 and follow the telephone prompts.</p> |
| <p>Notice: Be sure to request an IRS Tax Return Transcript – not an IRS Tax Account Transcript. 2018 IRS Verification of Non-Filing Letters <u>must</u> be dated <i>on or after</i> October 1, 2018.</p> | | |